



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Monday 8th March 2021

To: All Members of the Environment & Services Committee:
Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies,
Murdoch, Norman, Parris, Rumsey, Sutcliffe, Thomas and Williamson.
(Copies to other Councillors for information)

NOTICE OF MEETING

In accordance with the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, you are hereby summoned to attend the meeting of the **Environment & Services Committee** which will be held on **Monday 15th March 2021** commencing at 19:00 hours remotely via Zoom.

Meeting ID:880 3549 6776

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on townclerk@leominstertowncouncil.gov.uk in advance for the meeting password.

Julie Debbage
TOWN CLERK

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

3. REQUESTS FOR DISPENSATIONS

To consider requests for dispensations (must be notified in writing).

- 4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public as provided for in Standing Orders.
- 5. MINUTES OF PREVIOUS MEETING**
To receive and approve as a correct record the minutes of the Environment & Services Committee meeting held on 11th January 2021.
- 6. CLERK'S REPORT**
To receive the Clerk's Report on matters outstanding that may not appear on the agenda.
- 7. COMMITTEE UPDATE REPORT**
Please see the attached report for consideration.
- 8. CONFIDENTIAL ITEMS**
Certain items are expected to include the consideration of exempt information and the Environment & Services Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".
- 9. DATE OF NEXT MEETING**
The next meeting will be held on Monday 10th May 2021 at 19:00hrs either remotely via Zoom or in the Council Chamber, 11 Corn Square, Leominster HR6 8YP depending on the lifting of social distancing restrictions by central government.

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

MINUTES

Minutes of the Environment & Services Committee meeting held on Monday 11th January 2021 19.00 hours remotely via Zoom.

MEMBERS PRESENT: Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies, Murdoch, Norman, Parris, Rumsey, Sutcliffe, Thomas and Williamson (19:12).

OFFICERS PRESENT: Town Clerk, Democratic Services Officer

ES40/20 APOLOGIES FOR ABSENCE

No apologies for absence were received.

ES41/20 DECLARATIONS OF INTEREST

Cllr. Murdoch – Allotments

Cllr. Sutcliffe – Farmers Market/LARC

Cllr. Bartlett – Transition Leominster

ES42/20 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES43/20 QUESTIONS FROM THE PUBLIC

There were no members of the public present. No issues were raised.

ES44/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on Monday 16th November 2020 be agreed and signed as a correct record as soon as the social distancing guidelines are relaxed further and normal meetings resume at 11 Corn Square.

ES45/20 CLERK'S REPORT

- Complaints had been received regarding the path on Ginhall Green which was due to a drainage issue in 3 areas. As a result of this 3 tonnes of scalpings have been applied to the 3 separate areas and this has alleviated the problem.
- Lengthsman Drainage Scheme – the Town Council has been awarded a grant for £10,240. Ditching and jetting work is being carried out in the Ivington area. Currently 32 tonnes of slop have been removed and 6-7 tonnes of solid material from pipes, and all the pipes have been jetted. It is possible that the works may run

£500 over budget, due to the scale of the works, but the funding is available in our maintenance budget to pay for this.

- Allotments – since repairing the pipe there is an area that needs scraping off and the chippings put into skips. A quote has been received for £320+VAT to carry out the works and the skips will cost £600.

ES46/20 COMMITTEE UPDATE REPORT

Committee considered the update report and following discussion they

RESOLVED:

- To note the report.
- To support a request to install a gate at ZC20 near Orchard Lane.
- That Cllr.Smith-Winnard would become a tree warden for Leominster Town Council and that the clerk would investigate a tree warden training event.
- To advertise in Leominster News for tree wardens to cover each ward.
- To organise an event for National Tree Week.
- To contact Balfour Beatty and the Herefordshire Council tree officer with regards to the removal of the tree guard on Broad Street.
- To attend an informal meeting on 12th January 2021, with Natural Flood Management, to discuss flood management in the local area.
- To set up an Environmental Working Group with the aim of following the same working pattern as Herefordshire Council. This will include Cllrs. Bartlett, Herschy and Williamson, but will be raised at the next Full Council meeting, on 25th January 2021, so that Councillors on other committees have the opportunity to join. The group will address the Climate Emergency in association with Zero Carbon Leominster.

ES47/20 CONFIDENTIAL ITEMS

Committee noted that there were no confidential items to consider.

ES48/20 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 15th March 2021 at 19:00hrs either remotely via Zoom or in the Council Chamber, 11 Corn Square, Leominster HR6 8YP depending on the lifting of social distancing restrictions by central government.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 19.49 hours.

CHAIR:

DATE:



Environment & Services Committee

Date: 8th March 2021

Title: Committee Update Report

Purpose of the Report: To provide Members with an update relating to the responsibilities of the Environment & Services Committee, to identify further actions and outline any decisions required.

Contact Officer: Julie Debbage

1. RECOMMENDATION

1.1 That the report be noted;

1.2 To consider making decisions related to items 3.1, 4.2, 4.3, 4.4,

2. BACKGROUND

2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces and play areas in Leominster.

2.2 Herefordshire Council no longer provides funding for Lengthsman or P3 initiatives. Leominster Town Council will continue to maintain the footpaths using its direct labour force and carry out a small range of Lengthsman duties in-house.

2.3 Herefordshire Council have introduced a new initiative where funding can be obtained for parishes that have continued funding the Lengthsman Scheme, to carry out works to improve highway drainage on C & U roads.

2.4 This report provides background information for the Committee to consider on new and existing projects, updates members on progress to date and identifies any further actions that may be required.

3. FOOTPATH DIVERSION

3.1 A consultation has been received from Balfour Beatty regarding the diversion of footpath ZC 85 and ZC86. The site is at OS Grid Reference SO 4949 5630.

The reasons for proposing this diversion are:

- i) Regularise the path in relation to current site layout and farm practises (ZC85)
- ii) Utilise and existing bridge on a route currently used rather than replace an existing broken bridge. (ZC85)
- iii) Improve accessibility by removing the need to navigate steps (ZC85)
- iv) Provide better alignment in relation to a proposed development (ZC86).

Please see the attached plan.

4 COMMITTEE MATTERS

Allotments

- 4.1 There are currently 34 people on the waiting list and 8 vacant plots. Potential plot holders are currently being contacted to visit the allotments when safe to do so and choose one of the plots already marked as vacant. We can then deal with the administration by post and take payment by phone.

Work to scrape and clear the old recycling area will begin next week and Welsh Water have made an inspection of the water tanks. Remedial work was carried out to one of the tanks and they have confirmed that this is acceptable.

4.2 ***Lengthsman Drainage Scheme***

Ditching and jetting work has now been completed. A second payment of £6,040 has now been received from Herefordshire Council. Please see the separate Lengthsman Report to consider signing the contract for 2021/22.

4.3 ***Enhancements by the Environment Agency***

A member of staff from the Environment Agency (EA) has met with the Clerk to discuss the proposed enhancements for Leominster following flood alleviation works. The suggestions are for Leominster Town Council Open Spaces and include;

- Planting to replace dead trees on the riverbank at Pinsley Mead and underplanting to discourage river access and encourage wildlife
- Fencing off the area at the rear of the Tranquil Garden for a micro-forest and otter den
- Digging out the old wildlife pond on Millennium Green, lining with clay and creating a boardwalk
- Putting bat and bird boxes along the treeline at the back of the Conservation area (Etnam St back gardens) on Sydonia
- Planting to replace dead/missing trees in the Nutgrove
- Investigating the wasteland next to the nursery near the swimming pool with HC to replant
- Planting a micro-forest on Ginhall Green behind the community orchard
- Adding to the community orchard with Heritage varieties
- Putting bird/bat boxes on Ginhall Green
- Planting additional single trees on Ginhall Green

4.4 Footpath Officer

Leominster Town Council Parish Footpath Officer has resigned his post as he is moving out of the area. Dennis Downey has been PFO for eight years and will be very much missed. His work with the Walkers Are Welcome Group, which Dennis chaired will still carry on but the Town Council will need to recruit an active replacement PFO to cover the 105kms of PROW in the parish.

4.5 Environmental Working Group

The Environmental Working Group met on 12th January and 23rd February 2021. An update will be provided at the meeting.

4.6 Slow Ways Project

Please see the attached report.

4.7 Leominster in Bloom Plans

Please see the attached planning sheet from Leominster in Bloom.

4.8 Supervisor and Environmental Team Update

Due to the extremely low number of applicants for the post, it has been re-advertised with a closing date of midnight on 28th March 2021. Meanwhile the mowers are currently being serviced and it is anticipated that mowing will commence after Easter.

4.9 Wildflower Plugs

The wildflower plugs are growing nicely and a plan for planting them out in our wildflowers areas is being discussed with the team.



Environment & Services Committee – Leominster Town council

Date: 8th March 2021

Title: Lengthsman Scheme Report

Purpose of the Report: To provide Members with an update relating to previous decisions made by the Committee, identify further actions and decisions required.

Contact Officer: Julie Debbage

1. RECOMMENDATION

1.1 That the report be noted.

1.2 That Leominster Town Council should participate in the Herefordshire Council Lengthsman Scheme 2021/22 and sign the Lengthsman Contract for the reasons below:

- The Lengthsman scheme contract forms the permission from the Highway Authority, Herefordshire Council, for our contractor and Town Council staff to carry out maintenance works/street cleaning/hedge cutting on the verges and surfaces of C&U roads and Public Rights of Way (PROW) within the parish.
- To access any additional funding that may become available to parishes already signed up to the scheme.
- To maintain the areas stated above to a high standard, as identified by residents who participated in the Leominster Town Council Budget Consultation 2021/22 carried out in December 2020 and to enable areas in the centre of town where issues occur on a regular basis to be investigated.
- To acquire the flexibility to allow some verges to remain uncut until later in the season to allow wildflowers to flourish and maintain biodiversity.

2. BACKGROUND

2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces in Leominster and increased the staff in the Environmental Team in 2019 to take on the mowing of the town verges from Herefordshire Council following an increased number of complaints about the quality of mowing around the town and the amount of cuts per year.

- 2.2 The Council joined the original Lengthsman Scheme when it was set up in 2014 and continued when the scope was extended in April 2015. A sum of money was allocated from Herefordshire Council to parishes wishing to match fund in order to carry out work in association with qualified Lengthsman Contractors on the highways (C&U roads only) and PROW (known as the Parish Path Partnership or P3) within the parish. This was very successful and allowed the Town Council to respond quickly to local issues.
- 2.3 In 2018/19 the Lengthsman Scheme ceased to have funding allocated to it but the P3 Scheme remained in place. Many parishes (including Leominster) saw the value in the Lengthsman Scheme to enable them to carry out timely maintenance or repairs and continued to sign the annual contract but self-funded the works.
- 2.4 In 2019/20 the P3 funding ceased too but Leominster Town Council continued to take part in the schemes through self-funding as many compliments were received about the works being carried out.

3 REPORT

- 3.1 In 2020 an Annual Maintenance Plan was drawn up to include PROW work and Lengthsman work and a contract signed – again the work was self-funded by the parish. A Herefordshire Council grant for drainage works became available to parishes that had a Lengthsman contract in place. The clerk researched areas around the parish that had been subjected to flooding in February 2020. In association with the Lengthsman contractor and a jetting contractor, the clerk wrote a Drainage Maintenance Plan for Leominster Parish and applied for funding.
- 3.2 Funding of £10,240 was secured and work began in August 2020 to clear ditches and jet gullies in the vulnerable areas, which has generated positive responses from residents as they had not been maintained for some years. A comprehensive report was sent to Herefordshire Council to identify improvements that could be made to the network to compliment the work already carried out.
- 3.3 Herefordshire Council has not confirmed at this stage whether there will be any funding for the Lengthsman Drainage Scheme in 2021/22 but by continuing with the scheme it will demonstrate the Town Councils commitment to providing a quality service for local residents, should additional funding become available in the next financial year.
- 3.4 The clerk will keep records of any further issues reported by residents to enable any funding that becomes available to be used effectively in the places most in need.